



ILLUSTRATION / Steven Bray

Drowning in paper? Swamped by a never-ending flow of email? Then maybe it's time to introduce organisation into your life. **Alix Clark** takes note...

# Clean up YOUR ACT

**BRISBANE BOOKSHOP OWNER** Fiona Stager was a woman on the edge. Her desk was piled high with papers, her days were erratic and she was flat-out all the time. "I was completely overwhelmed," she says. "I felt as though I was about to sink at anytime." Fiona bit the bullet and called in a professional organiser to help her get a grip on how to run her business of five full and part-time employees more efficiently. Fiona says that although she had general systems in place, they needed some fine-tuning. Organiser Loani Prior, of Prior Engagements, made Fiona's filing system more relevant, created an efficient in-tray and showed her how to put a diary to good use. "It's been invaluable," says Fiona, who has since become an expert at "finding pieces of paper." Being organised is "a very liberating feeling. I can plan better, and I'm working more efficiently." Sound good to you?

Becoming organised, or cleaning up, might sound like something your mother used to tell you to do, but there's just no way you can run an efficient business if you're >